

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FEDERAL PROGRAMS

DATE: JUNE 1, 2007

Committee Members Present:

Supervisors Bentley
VanNess
Mason
Girard

Others Present:

Candy Kelly, Director, Office for the Aging
William Resse, Director, Employment & Training
Administration
Joan Sady, Clerk, Board of Supervisors
JoAnn McKinstry, Deputy Commissioner, Administrative and Fiscal Services
Katy Goodman, Secretary to the Clerk

Committee Member Absent:

Supervisor Geraghty

Mr. Bentley called the meeting of the Federal Programs Committee to order at 9:35 a.m.

Motion was made by Mr. Mason, seconded by Mr. VanNess and carried unanimously to approve the minutes of the previous meeting, subject to correction by the Clerk.

Privilege of the floor was extended to Candy Kelly, Director of the Office for the Aging, who distributed copies of her Agenda packet for the meeting. A copy of the packet is on file with the minutes.

Mrs. Kelly proceeded with review of the Agenda items. The first request was for approval to fill two vacant cook positions. Mrs. Kelly stated one of the vacancies was at the Long Lake Mealsite and it was due to a resignation. The second vacancy, she said, was at the mealsite in Johnsbury and it was created by a retirement.

Motion was made by Mr. VanNess, seconded by Mr. Girard and carried unanimously to approve the requests, as presented, and to refer them to the Personnel Committee. Copies of Notices of Intent to Fill Vacant Position forms are on file with the minutes.

Next, Mrs. Kelly requested approval to amend the County Budget and to establish a budget code to account for revenues received from general gifts and donations. She stated the code would allow them to access the funds to purchase such items as coolers, mixers, etc., for the mealsites.

Motion was made by Mr. Mason, seconded by Mr. Girard and carried unanimously to approve the aforementioned request, as presented, and to refer it to the Finance Committee. A copy of a resolution request form is on file with the minutes.

Relative to the Volunteer Picnic (Agenda Item No. 2), Mrs. Kelly reminded the Committee members that at the last Committee meeting she had asked if anyone would be available to cook at the picnic on June 14th at the Knights of Columbus in Queensbury from 1:00 p.m. to 3:00 p.m. Brief discussion ensued, and Mr. Girard and Mr. Mason said they might be available that day. It

was decided that Mrs. Kelly would check with them the day before the picnic.

Pursuant to Agenda Item No. 3, Donations, Mrs. Kelly stated in connection with the aforementioned budget amendment to accept donations, she reported they had received a check from the Quandt's food distribution company and Wal-Mart had made some donations. Mrs. Kelly advised that Freihofers was going to donate some coolers as long as their logo was displayed on them. She commented the coolers were expensive and they used a lot of them. Mrs. Kelly stated they would send thank you letters for the donations to the companies.

Concluding the Agenda (Item No. 4), Mrs. Kelly spoke on the Needs Assessment for the Office's Four - year Plan. She explained they were required to submit the Plan every four years to the State Office for the Aging. Mrs. Kelly explained as part of the Plan they had to send out a Needs Assessment questionnaire to people in the County aged 60 and over to see where there were gaps in services or problems. Copies of a Message from Mrs. Kelly about the Needs Assessment and of the questionnaire are on file with the minutes. She said if the Committee members knew of anyone in their area that would like to receive the questionnaire they could provide them with a copy of it. Brief discussion ensued on the distribution of the questionnaire; and Mrs. Kelly advised copies were sent out in the Office's Newsletter and to all the Senior Citizen Clubs in the County.

There being no further Office for the Aging business, Mr. Bentley thanked Mrs. Kelly and she left the meeting at 9:40 a.m.

Privilege of the floor was extended to William Resse, Director of the Employment & Training Administration (ETA), who distributed copies of his Agenda packet for the meeting to the Committee members. A copy of the packet is on file with the minutes.

Mr. Resse noted the Agenda items were housekeeping items relative to the end of the Department's fiscal year.

Pursuant to Agenda Item No. 1, Mr. Resse provided the Committee members with a follow-up report on the status of the Saratoga-Warren-Washington Counties Workforce Investment Board's (WIB) budget. He recalled for the Committee members' information that at the last Committee meeting they had discussed and approved the Board's budget with the contingency that the salary increase for the WIB Director would be kept at 3%. Mr. Resse advised at the conclusion of the negotiations with the WIB and input from Saratoga and Washington Counties the 3% increase was agreed to. He explained the Director had never had access to a retirement plan and it was included in the agreement that an SEP (Self Employment Plan) would be explored as a way to provide retirement. Mr. Resse apprised the SEP would come under the amount that was budgeted for fringe benefits for the position.

Mr. Resse stated in addition to the WIB budget, the package distributed at the last meeting had also included the Department's Cost Allocation Plan (CAP) which outlined the costs that they

shared with the New York State Department of Labor (DOL) for the operation of the One-Stop Center. He apprised that he had increased that line item of the budget by \$940. Mr. Resse elaborated on how the increase would benefit the Department for the information of the Committee members. He stated the retirement plan for the WIB Director and the figure for the CAP were changes to the budget from what had been discussed at the last meeting.

Ms. McKinstry entered the meeting at 9:45 a.m.

Next, Mr. Resse spoke on reappointments to the WIB (Agenda Item No. 2). He advised there were four positions on the Board for which the terms would expire on June 30th. However, Mr. Resse stated, he was asking for approval of only two reappointments today. He requested approval to reappoint Karen Howe and Annie McMahon for the terms of July 1, 2007 through June 30, 2010. He noted Ms. Howe had previously been employed by The Great Escape and now she was a consultant that would represent the private sector on the Board. Ms. McMahon would also represent the private sector and she was an employee of TD Banknorth, he added.

Motion was made by Mr. Mason, seconded by Mr. Girard and carried unanimously to approve the aforementioned requests, as presented, and to authorize the necessary resolutions for the next board meeting. Copies of resolution request forms are on file with the minutes.

Mr. Resse spoke further on the status of two other slots on the WIB. He stated according to the Pending Items List he had received from the Clerk of the Board's Office, the term of Dennis DeFayette would also expire. However, he advised, Mr. DeFayette had been replaced on the board by Peter Benoit. Mr. Resse reported Mr. Benoit did not wish to be reappointed because of his work commitments; however, he had agreed to remain on the board until someone was found to replace him. Mr. Resse stated they expected to have someone to fill the slot by September when the WIB would meet again.

Mr. Resse advised that Joseph Poliquin was also listed as a Board member. However, he stated, Phil Kahn had replaced him. He explained that the entity Mr. Kahn had represented was an optional appointment to the WIB and Mr. Kahn was no longer associated with that entity. Mr. Resse advised since that was an optional appointment, the WIB had decided to try to pare down the size of the Board; therefore, that slot would be eliminated. He noted there was supposed to be a higher percentage of representatives of the private sector on the Board. Mr. Resse stated the agreement between the three Counties for the WIB would be amended to reflect that change to the Board.

Next, Mr. Resse requested approval to renew some annual agreements for the Department's youth services activities as outlined in Agenda Item No. 3 a, b and c.

The first request concerned the current agreement with Washington-Saratoga-Warren-Hamilton-Essex Board of Cooperative Educational Services (BOCES) for crew chief/instruction services for the Summer Youth Employment Program for the term of June 25, 2007 through August 31, 2007

and at an amount not to exceed \$14,350. Mr. Resse noted the services were for a crew of youth who in conjunction with the Community Action Agency (CAA) provided lunches at the City of Glens Falls' playgrounds during the summer.

Motion was made by Mr. VanNess, seconded by Mr. Mason and carried unanimously to approve the aforementioned request, as presented, and to authorize the necessary resolution for the next board meeting. A copy of a resolution request form is on file with the minutes.

Mr. Resse stated the next renewal was for the current agreement with Warren/Hamilton Counties ACEO (Action Committee for Economic Opportunity) for youth crew chief services for the term of July 1, 2007 through June 30, 2008 for an amount not to exceed \$33,000. He advised these services were for the year-round Youth Program and \$33,000 was the amount of the current contract.

Mr. Resse spoke on some issues relative to the program. He stated for the past couple of years the program had been operated on a funds-available basis because the Workforce Investment Act (WIA) which funded the Program had been scheduled to end in the fall of 2006. Mr. Resse stated the funds had been reduced and the County had recognized that this year would be the last year it would be operated. He stated that had been discussed with Lynn Ackershoek, Executive Director of the ACEO, and they had agreed that the program would be operated for the first half of the fiscal year and that it would likely end prior to January 1st. However, Mr. Resse apprised, they had unexpectedly received additional WIA funds which would allow them to operate the Program as long as possible in the new fiscal year. Mr. Resse stated he thought that would be for at least four months. He advised in a couple of months they would look at the closeout for their fiscal year to see what the status of their funds were. Mr. Resse explained although the agreement would be for the full year it would be subject to the availability of funds and it contained an early termination clause. Mr. Resse stated Ms. Ackershoek was aware of the status of the situation.

Motion was made by Mr. Mason and seconded by Mr. VanNess to approve the aforementioned request. Following brief discussion, the motion was carried unanimously and the necessary resolution was authorized for the next board meeting. A copy of a resolution request form is on file with the minutes.

The last agreement, Mr. Resse stated, was with Saratoga County Employment & Training and/or Washington County EOC/ETA which would allow the Department to receive funds from Saratoga County, as the lead agency, to operate the year-round Youth Programs in conjunction with Washington County.

Motion was made by Mr. VanNess, seconded by Mr. Girard and carried unanimously to approve the aforementioned request, as presented, and to authorize the necessary resolution for the next board meeting. A copy of a resolution request form is on file with the minutes.

Pursuant to Agenda Item No. 4, Mr. Resse requested approval to authorize temporary positions of employment and training for the fiscal year July 1, 2007 through June 30, 2008. He stated a list of the positions was on Page 3 of the Agenda packet. He briefly reviewed the list with the Committee members.

Motion was made by Mr. Mason, seconded by Mr. VanNess and carried unanimously to approve the aforementioned request, as presented, and to refer it to the Personnel Committee. A copy of a resolution request form is on file with the minutes.

Next, Mr. Resse requested approval of a Transfer of Funds as outlined in Agenda Item No. 5. He explained they had been authorized to move funds from the Dislocated Worker Program to the Adult Program.

Motion was made by Mr. Girard, seconded by Mr. VanNess and carried unanimously to approve the aforementioned request, as presented, and to refer it to the Finance Committee. A copy of the Transfer of Funds is on file with the minutes.

Mr. Resse requested approval to amend the 2007 County budget to increase estimated revenues and appropriations by the addition of Federal funds as outlined in Agenda Item No. 6. He stated one portion of the funds were from the Summer TANF (Temporary Assistance to Needy Families) Program. Mr. Resse advised the funds would be used primarily for the Summer Youth Program. He noted at the last Committee meeting he had explained that when the total amount of the funds for the area was around \$90,000, the Department of Social Services was allowed to take a certain percentage of the funds to operate some of its TANF Programs. He apprised that after DSS retained its share, ETA received \$5,000 more than the amount they had received last year. Therefore, he commented, both Departments benefitted.

Mr. Resse advised that the funds also included an additional \$25,000 in State funds for the Department to use to assist with staffing needs.

Motion was made by Mr. Mason, seconded by Mr. Girard and carried unanimously to approve the aforementioned request, as presented, and to refer it to the Finance Committee. A copy of a resolution request form is on file with the minutes.

Mr. Resse spoke on Other Items (Agenda Item No. 7 a and b). Relative to the issue of a State policy for integrated staff, he reminded the Committee members that at the last meeting he had spoken about a State policy for the supervision of both the State Department of Labor (DOL) staff and the Department's staff that would create a fully integrated One-Stop Center. Mr. Resse noted pursuant to the meeting, he was to discuss the question of adopting the policy as a County policy with the staff for their input and also with the union. He noted the State had suggested that the policy should be adopted. Mr. Resse reported he had met with the staff and he would like to do that once more and to also talk with the union before he came back to the Committee to ask for approval to adopt the policy. He stated he would probably be ready to do that at the next

Committee meeting.

Concluding the Agenda, Mr. Resse spoke on the Summary of the Department's funding sources. He referred the Committee members to the Summary which was the last page of the Agenda packet. Mr. Resse noted the information provided a historical review of their WIA funds for the years 2000 through 2007. He explained the information was only on the primary funding streams that they relied on to operate their programs year to year. Mr. Resse advised the information did not include any of the additional supplemental funds they received from time to time or the aforementioned Summer TANF funds. Although, he noted, the TANF funds did come in each year and the amount fluctuated.

Mr. Mason observed the amount of the funds had declined considerably. Mr. Resse advised that was why they had had to reduce staff by 50% and close a couple of facilities during the past few years. However, he stated, he felt with those reductions and closures they had leveled out and they could handle any other minor ups and downs in the foreseeable future.

Mr. Resse explained part of the funding reductions were because there were less Federal funds available for distribution to the States. However, he advised, a bigger reason was because of the formulas the Federal Government used to distribute the funds to the States. New York State's share had been less and less, he added. Then, Mr. Resse explained, the State used the same distribution formula for the regions within the State and the formula was based on various factors relative to a region's unemployment insurance rate. He stated under the formula Warren, Washington and Saratoga Counties were grouped together and Saratoga County, in particular, had a low unemployment rate. Warren County's rate was not too bad either, he added.

Mr. Resse spoke on the County's funding for the 2007 - 2008 Fiscal Year. He stated the amount was the lowest amount of new monies they had ever expected to receive. However, Mr. Resse explained, last fall there was a quirk in the way the formulas were developed and the County received a large increase in funds. He explained that was why they were able to continue the aforementioned CAA Program for the year. Mr. Resse apprised the increase for this year was close to \$100,000 and the loss was only about \$60,000, so they were still ahead for next year.

Mr. Resse concluded he wanted it to be clear that these funds were only the new funds that would come in each year and that each year there were fund balances and unexpended funds that could be carried over to the next year to make up the total budget. The funds are good for a two year period, he added. Brief discussion ensued.

There being no further business to come before the Committee, on motion by Mr. Girard and seconded by Mr. Mason, Mr. Bentley adjourned the meeting at 9:59 a.m.

Respectfully submitted,

Katy Goodman, Secretary to the Clerk